

# *ETID*

## *ELECTRONIC TURN IN DOCUMENT*

OVERVIEW

April 2010

*SIMPLIFYING THE TURN IN PROCESS*

# ETID OVERVIEW

- **DESCRIPTION**

Address  <http://www.dms.dla.mil/>

- \* **ELECTRONIC METHOD TO PREPARE A DISPOSAL TURN-IN DOCUMENT (DD 1348-1A)**

- \* **WEB BASED PROGRAM**

- \* **DESIGNED FOR GENERATORS WHO MANUALLY PREPARE DTIDS**

- SMALL-MEDIUM GENERATORS WHO TYPE OR HANDSCRIBE A DTID
    - NON-ACCOUNTABLE PROPERTY

- **USABLE OR HAZARDOUS PROPERTY**

- \* **CREATE/UPLOAD HAZARDOUS WASTE PROFILE SHEETS**

# ETID OVERVIEW

- **FEATURES**

- \* **AUTOMATED REGISTRATION PROCESS**
- \* **EASY TO USE**
  - **DROP DOWN MENUS**
- \* **PRE-POPULATES MANY OF THE FIELDS FOR NSN ITEMS**
  - ITEM CHARACTERISTICS/DEMIL CODES
  - SAVES TIME LOOKING UP CODES AND INFORMATION
- \* **INCLUDES CERTIFICATIONS (*i.e.* **DEMIL**)**
- \* **PRINTS DD 1348-1A & CERTIFICATIONS**
- \* **BARCODE INVENTORY LABELS & BARCODES ON 1348-1A**

Address



<http://www.dms.dla.mil/etid.html>

# ETID OVERVIEW

- **GENERATOR BENEFITS**

- \* ELIMINATES MANUAL PREPARATION OF DTID
- \* REDUCES TIME REQUIRED TO COMPLETE DTID
  - 5-10 MINUTES A DOCUMENT
- \* IMPROVES DATA ACCURACY FOR NSN ITEMS
- \* RECEIVE FEEDBACK FROM DRMO BEFORE TURN-IN
- \* REDUCES PROPERTY REJECTIONS
- \* IMPROVES INTRANSIT ACCOUNTABILITY
- \* PRINTS DOCUMENTS & BAR CODES

Address



<http://www.dms.dla.mil/etid.html>

# OVERVIEW

- **DRMO BENEFITS**

- \* ALLOWS REVIEW OF TURN-IN BEFORE RECEIPT
  - SCREEN INCOMING WORKLOAD
  - REJECT BEFORE PHYSICAL RECEIPT
  - REDIRECT CAPABILITIES
- \* REVIEW ETIDS FOR MULTIPLE DRMO LOCATIONS
- \* ELECTRONICALLY CAPTURES RECEIPT INFORMATION
  - SPEEDS RECEIVING
- \* BARCODES ON DTID
- \* BARCODE LABEL CAPABILITY

Address



<http://www.dms.dla.mil/etid.html>

# PROCESS OVERVIEW

## 1. GENERATOR

- \* LOG ON TO ETID WEB SITE
- \* ENTER DTID NUMBER AND NSN/LSN INFORMATION
  - PROCESS WILL ELECTRONICALLY GATHER NSN DATA
  - ENTER REMAINING TURN-IN DATA
- \* ELECTRONICALLY SUBMITTED TO DRMO

## 2. DRMO

- \* REVIEWS ETID; APPROVE, REJECT, OR REDIRECT
  - COORDINATE TURN-IN WITH GENERATOR

## 3. GENERATOR

- \* RECEIVES ACCEPTANCE FEEDBACK;
  - EDIT/RESUBMIT IF NECESSARY
- \* PRIOR TO TURN-IN, PRINT DD1348-1A, CERTIFICATIONS, LABELS
- \* TURN-IN

## 4. DRMO

- \* SCAN BARCODE
- \* PROCESS INTO DAISY

**DRMS ETID**

Version 4.3.7  
DRMS [Notice](#)

[\[Link Version Changes\]](#) [\[Help/Experiencing Problems\]](#) [\[FAQs\]](#)

**Current ETID Users**

<a href="#">ETID Generator Login</a>	<a href="#">ETID DRMO Login</a>
<a href="#">Click here to create turn-in documents.</a>	<a href="#">Click here to approve turn-in documents.</a>

**New ETID Users**

<a href="#">Account Request</a>	<a href="#">Check Request Status</a>
<small>*NOTE: &lt;Account Request&gt; for generators only. DRMO personnel please use AURA to request access.</small>	
<small>Click here to check the status of your completed ETID access request, to finish a request you started but did not submit, or to change information as directed by a data owner. You must have your temporary ID and chosen password to log in.</small>	

# ETID – DRMS WEB

Address  <http://www.drms.dla.mil/>

## ETID (Electronic Turn-In Document)

ETID is a document system for generating activities. ETID is a full service turn-in system that assists customers in preparing and maintaining their Turn-in records. A system that creates correct, legible, to include bar-coded DTID & NSN numbers on turn-in DD Form 1348-1a documents.

[ETID \(Electronic Turn-In Document\)](#)  
Link to the live ETID System

[ETID Overview 1007](#) (.ppt)  
Using ETID is easy saves generating activities and DRMS time, reduces errors, and provides electronic DD Form 1348-1a.

[ETID Access Request Process](#) (.ppt)  
Steps to gain access the live ETID system

[ETID Generator training](#) (.ppt)  
Overview of the processes of creating, editing, deleting ETIDs

[ETID DRMO training](#) (.ppt)  
Overview of DRMO review process within ETID

[ETID Printing 0206](#) (.ppt)  
For printing documentation and labels

[ETID Training and Demo System](#)  
Great for training and making test documents requires login & password obtained from contact information at the bottom of welcome page

[FAQs](#)  
Fact and Questions

[ETID Reports Available](#)  
Create reports of property turned through ETID

[ETID Business Rules](#) (.pdf)

[ETID Hazardous Access 1007](#) (.ppt) and [ETID Hazardous Overview 1007](#) (.ppt)  
For specific Hazardous information

# POINTS OF CONTACT

For Program information/comments, please contact:

## ETID Access, Log-On Issues, Usable Property, or Hazardous Property

By e-mail: [DRMS ETID](#)

For any ETID Issues phone: (commercial) 269-961-5912 or (DSN) 661-5912

For any ETID Issues excluding Hazardous phone: (commercial) 269-961-7069 or (DSN) 661-7069

For questions regarding specific turn ins through ETID,  
please use this link to obtain contact information for your turn in DRMO:

[Link to DRMS \(DRMO\) Locations Look-up](#)

## For Password Resets, please contact (24 hours/7 days a week):

By commercial phone: 269-961-4999

By DSN: 661-4999

By e-mail: [Password Resets](#)

## For Application/Technical Support, please contact:

By e-mail: [DRMS Help desk](#)

By phone: (commercial) 269-961-4999 or (DSN) 661-4999